## Section 11.6  FUNCTIONS MENU
### Labor and Equipment Distribution Adjustments
### Review Tab

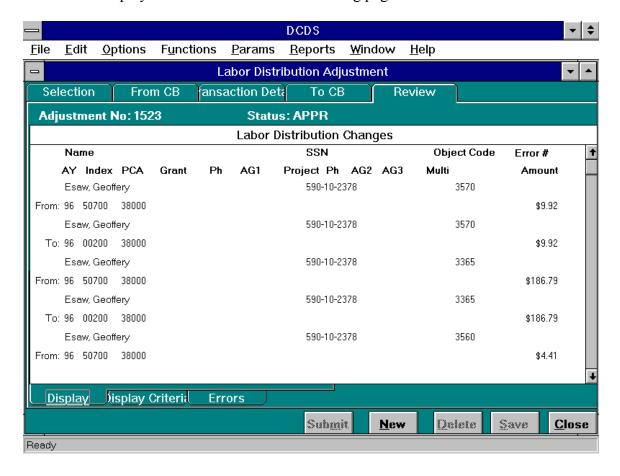| | |
|---|---|
| Purpose | This section provides the procedures to review all adjustment information on one window by using the **Review** tab. |
| Tab | Review Tab |
| Reminders | 1.  The Review tab is accessed through the Functions, Labor Distribution or Equipment Distribution Adjustment items on the menu bar.<br><br>2.  The Review tab displays all of the labor/distribution adjustments entered and consists of the following bottom tabs:<br><br>    ■  Display - The Display bottom tab is automatically activated when the Review tab is clicked.<br><br>    ■  Display Criteria - Allows user to select specific coding block elements to display to reduce the number of transactions to be viewed.  Once the elements have been entered, click on the Display tab to view the information.<br><br>    ■  Errors - Displays transactions with invalid coding block elements. These transactions cannot be selected for adjustment. |
| References | *No Specific References* |

## Review Tab

The following window is displayed when the Review tab is clicked from the Transaction Detail tab or the To CB tab. The Review tab displays all adjustment information on one window. This tab serves as a final check for all adjustments that are ready to be submitted. It allows users to view all adjustments made to one distribution transaction. For example, if one coding block was adjusted to three different coding blocks, the Review tab allows the user to view this information in one place. The fields displayed are described on the following page.

| DCDS |
|---|
| File   Edit   Options   Functions   Params   Reports   Window   Help |

**Labor Distribution Adjustment**

| Selection | From CB | Transaction Deta | To CB | Review |
|---|---|---|---|---|

**Adjustment No: 1523**      **Status: APPR**

**Labor Distribution Changes**

| Name | | | | | SSN | | | | Object Code | Error # |
|---|---|---|---|---|---|---|---|---|---|---|
| AY | Index | PCA | Grant | Ph | AG1 | Project Ph | AG2 | AG3 | Multi | Amount |
| Esaw, Geoffery | | | | | | 590-10-2378 | | | 3570 | |
| From: 96 | 50700 | 38000 | | | | | | | | $9.92 |
| Esaw, Geoffery | | | | | | 590-10-2378 | | | 3570 | |
| To: 96 | 00200 | 38000 | | | | | | | | $9.92 |
| Esaw, Geoffery | | | | | | 590-10-2378 | | | 3365 | |
| From: 96 | 50700 | 38000 | | | | | | | | $186.79 |
| Esaw, Geoffery | | | | | | 590-10-2378 | | | 3365 | |
| To: 96 | 00200 | 38000 | | | | | | | | $186.79 |
| Esaw, Geoffery | | | | | | 590-10-2378 | | | 3560 | |
| From: 96 | 50700 | 38000 | | | | | | | | $4.41 |

| Display | Display Criteria | Errors |
|---|---|---|

| Submit | New | Delete | Save | Close |
|---|---|---|---|---|

Ready

## Review Tab

The following information is displayed:

| Field Name | Description |
|---|---|
| Name, SSN | The employee's name and Social Security Number. |
| Object Code | The object code being adjusted. |
| Error # | The error code of an error found during validation. The errors bottom tab displays the description of the error. |
| From Coding Block | The coding block elements before an adjustment was made. |
| To Coding Block | The coding block elements that were adjusted. |
| Amount | The amount of the detail transaction. |

## DCDS Input Procedures - Submitting Adjusted information

Follow the steps below to submit adjustment information.

| Step | Field Name | Action |
|---|---|---|
| 1 | Submit Button | Click on the Submit button (or press Alt + M).  The Submit button becomes active once the Review tab is selected.  Adjustments can only be submitted from the Review tab. Once the information is submitted, no further changes can be made.  If errors are found, a message displays to notify the user.  The descriptions may be viewed on the Error bottom tab.  The adjustment must be approved on-line in DCDS before it will be processed.  The adjustment may be approved or rejected.  When an adjustment is rejected, it is displayed on-line but not sent to be processed. |
| 2 | Close button | Click on the Close button to exit the window (or press Alt + C).  To adjust or display additional adjustment data, click on the appropriate tab(s). |

## Display Criteria Bottom Tab

The following window is displayed when the Display Criteria bottom tab is selected.  The Display Criteria bottom tab allows the user to reduce the number of transactions displayed on the Display bottom tab.  This serves as a convenient way to review the data by allowing the user to select specific coding block elements they want to display.

Only transactions that meet the entry in the Display Criteria window appear on the Display bottom tab.  For example, a user may only want to view a certain Index/PCA combination on the window before they submit the adjustment.  The user may select the information on the Display Criteria bottom tab and click the Display bottom tab to review the data.  The steps are described on the following page.
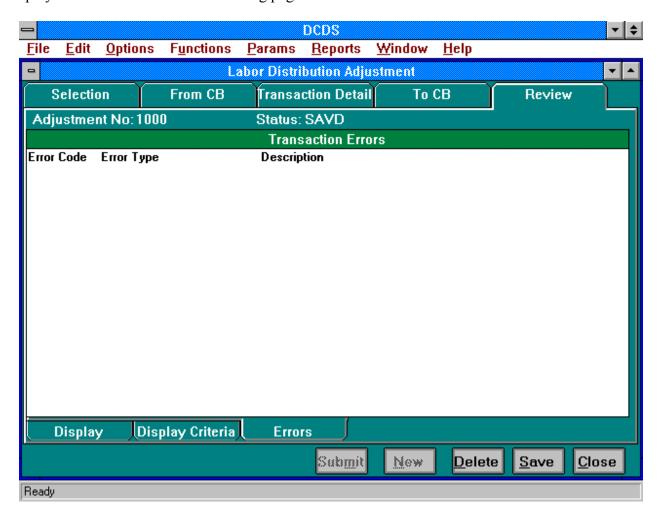
## DCDS Input Procedures - Display Criteria Bottom Tab

Follow the steps below to reduce the number of transactions displayed on the Display bottom tab:

| Step | Field Name | Action |
|------|-----------|--------|
| 1 | Coding Block Elements | Select one or all of the desired coding block elements. **Note:** If selecting transactions by entering an Index and PCA number, you must enter the last two digits of the transaction's appropriation year. |
| 2 | SSN, Name | Enter the employee's Social Security Number, if reducing the displayed data for a specific employee, If the employee's SSN is not readily available, enter the employee's last name or a partial last name in the Name field. |
| 3 | Display Bottom Tab | Click on the Display bottom tab. This displays the Labor/Equipment Distribution Change window. Only transactions matching the display criteria will display. |

## Errors Bottom Tab

The following window is displayed when the Error bottom tab is selected. The Errors bottom tab displays the transactions with invalid coding block element errors. These transactions cannot be selected for adjustment. For Error or Warning descriptions applicable *see Section 2.3.* The fields displayed are described on the following page.

**DCDS Input Procedures - Errors Bottom Tab**

The following is displayed:

| Field Name | Description |
|------------|-------------|
| Error Code | Number of the type of error or warning found during validation. |
| Error Type | Type of error found (warning or error). |
| Description | The reason the error/warning occurred. |